## Approved For Release 2001/08/01 : CIA-RDP82T00285R000100180015-0

İ	SPEED LETTER	REPLY REQUESTED	2 March 1978
		YES NO	LETTER NO.
TO :	All OIA Secretaries	ROM:	STATINTL
	When preparing any correspondence for the Director or Deputy Director's signature please use the following signature blocks:		
	Noel E. Firth Director Imagery Analysis	Deputy Dire Imagery Ana	STATINTL ector lysis
	Please note the signatures are typed in <u>Initial Caps</u> and the word "Office" is not used in the signature blocks.		
			STATINTL
	Thank you,		
	· · · · · · · · · · · · · · · · · · ·		
			SIGNATURE
	REPLY		DATE
			SIGNATURE